



MODIFICATION APPLICATION

Deadline for submission is the 1st and 3rd Friday of each month.

The Modification Committee meets on the 2nd & 4th Friday of each month.

November & December the committee will hold 1 meeting due to the holidays

Submission Date: _____

Homeowner's Name: _____

Property Address: _____

Homeowner's Email Address: _____

Homeowner's Phone: _____

Standard Requirements for ALL Modifications Checklist:

- Engineered Lot Survey:** A clean & marked survey for all applications, excluding roofs & exterior paint.
- Detailed drawings/ plans:** Submit top, side, and rear-view drawings with full dimensions.
- Materials List & Samples:** A detailed list of samples, photos & materials of the submission.
 - *For certain modifications, physical materials and/or samples may be required and located on the property to review on the meeting day. Failure to submit can result in a denial.*
- Building Structures:** Must submit a copy of the city permit prior final inspection.

In Addition to standard requirements, Submit according to Modification Checklist:

- Roof Replacements:** (color or style include shingle). A photo of your property and neighboring homes.
- Exterior Paint:** (color change only) A 3X3 sample of the proposed color scheme must be placed on the front, side, or rear elevation of the home. On the application, indicate precisely what is to be painted and color name. *For example: SW 6385 Dover white- stucco & gutters. SW 7674 Peppercorn- trim & shutters.*
- Landscaping:** Submit all the details of the type of tree(s), shrubs, or plants. Include tree gallon size. Tree removals & replacements are included and requires approval before removal. Master plant & tree lists are available www.rorcoa.com.
- Patio Covers, Pergolas, Room additions or any fixed structure:** Submit detailed plans showing how the finished structure looks from the side, rear, and top. Patio covers and room addition applications are required to submit a roof plan and photo(s) showing the existing home and location of the improvement. Indicate size, height, total square footage, color, materials, roofing, and exact placement of the modification on the lot survey. *Properties that are adjacent to the golf course may vary in restrictions.*
- Concrete work or pavers:** *Applies to driveway extensions, patio concrete/pavers, pathways, and other concrete or paving work:* Submit a drawing showing the extent of work and any foundation details (drainage). Indicate the measurements, height, color, and photos of all materials in use. Provide samples of the material and color(s). Show the location of the concrete or paving work on the lot survey.



- **Swimming Pools:** A construction/engineered grade site plans must include with pool drawings, accessories, lot access, drainage plan, pool equipment location, setbacks, fencing, RORCOA pool check list form, and all other pool specs - two (2) lot surveys: one with pool sketch including dimensions from property lines and one without (clean copy). **Samples for coping, decking, plaster, waterline tile and all other materials are required on site for review.** Details for pool accessories, hardscape, and a landscape plan.

Type of proposed Improvement and location of the Improvement (details included):

The signature constitutes the following:

*I certify that all information in this application & materials submitted are true and correct. I understand and agree that no work may be in deviation from the terms of the written approval sent to me by the RORCOA & Modification Committee. **Incorrect information or changes made after modification is approved, invalidates the approval.** I understand that it is my responsibility as the homeowner to ensure modification approval is obtained before the start of any construction. I further understand that if for any reason construction starts before receiving approval, I, as the homeowner, is responsible for removing the improvement or bringing the improvement into compliance per the Modification Committee and Design Guidelines. All improvements or modifications are subject to a mandatory compliance inspection. **Failure to not uphold this application can result in a delay, denial and/or fine.** I understand that in the event the modification has not begun within twelve (12) months from the date of approval, then a new application must be submitted.*

Homeowner (s) Signature and Date

Contractor Information: _____

RETURN TO:
Royal Oaks RCOA
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